

# VACANCY ANNOUNCEMENT



## Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

**TO:** All Interested Candidates  
**SUBJECT:** Information Resource Center  
Assistant (Director)

**DATE:** May 9, 2008  
**NUMBER:** V-2008-018

**OPEN TO:** All Interested Candidates (See Definitions)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**POSITION:** N-72001 – Information Resource Center Assistant (Director)  
LES-09, FP-05

**OPENING DATE:** May 9, 2008

**CLOSING DATE:** May 23, 2008

**WORK HOURS** Full-time: 40 hours/week for AEFMs/NORs  
Full-time: 35 hours/week for Ordinarily Residents:

**SALARY:** Not Ordinarily Resident: \$41,122.00 gross p.a. (starting salary)  
Ordinarily Resident: €43,293.00 gross p.a. (starting salary)

The U.S. Embassy in Paris seeks an Information Resource Center Assistant (Director) for the Public Affairs Section.

### **BASIC FUNCTION OF POSITION:**

The incumbent directs and coordinates the Information Resource Center (IRC) as an integral part of the Section's overall information effort. Major duties and responsibilities include:

- Planning program support materials, document outreach and research services to all elements of the Missions and to their identified contacts.
- Implementing these services in support of Mission Strategic Plan goals and of specific Public Affairs Section (PAS) Programs.
- Drafting the post's annual IRC strategic plan for PAS Section Head's and Washington IIP Bureau approval.
- Serving as non-supervisory team leader for a three-person IRC staff, plus contractors as engaged.

## **QUALIFICATIONS REQUIRED:**

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

### **Education:**

M.A. in the fields of information science, international affairs or American studies is required.

### **Prior Work Experience:**

Three to six years of progressively responsible experience in the field of information research, as well as traditional reference services in the use of emerging technologies and electronic resources is required.

### **Language proficiency:**

English (W-R-S), Level-4 – Fluency is required.

French (W-R-S), Level -4 – Fluency is required.

### **Knowledge:**

Basic knowledge of office/program management practices is required. Knowledge of electronic retrieval, delivery tools, U.S. society and culture, governmental structure and institutions of higher education, as well as knowledge of French society and policies are required.

### **Skills and abilities:**

Excellent interpersonal and cross cultural skills, as well as written and oral communication skills are required. Ability to work independently, respond rapidly to complex requests, prioritize time and work effectively with both U.S. and French contacts and staff is required. Ability to conduct wide-ranging research, drawing upon electronic technologies and traditional research methods.

## **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA (See Definitions):**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a "When Actually Employed" (WAE) work schedule.

## **TO APPLY:**

Interested applicants for this position must submit the following or the application package will not be considered.

1. Application for U.S. Federal Employment: SF-171 (hard copies available with HR) or OF 612 or
2. A current resume or curriculum vitae in English that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Embassy of the USA  
Human Resources Office  
Attn: Genevieve Bayle or Loïc Auffret  
2 Avenue Gabriel  
75382 Paris Cedex 08

**POINT OF CONTACT:**

TEL: 01-43-12-25-74  
FAX: 01-43-12-24-36  
EMAIL: [AuffretLJ@state.gov](mailto:AuffretLJ@state.gov) or [bayleGB@state.gov](mailto:bayleGB@state.gov)

**DEFINITIONS:**

- 1. Appointment Eligible Family Member (AEFM):** An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:
  - (1) U.S. citizen; and
  - (2) The spouse of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
  - (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission; and
  - (4) Residing at the sponsoring employee's post of assignment abroad; and
  - (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not AEFMs or U.S. citizen EFM for purposes of 3 FAM 8200.

**2. Eligible Family Members:**

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term "*children*" shall include natural offspring, step-

children, adopted children, and those under *permanent* legal guardianship (*at least until age 18*), or *comparable permanent custody arrangement*, of the employee or spouse when dependent upon and normally residing with the guardian or *custodial party*;

- (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel);
- (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
- (4) Spouse.

**3. Member of household (MOH):** An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission. An MOH is:

- (1) Not an EFM; and
- (2) Not on the travel orders of the sponsoring employee; and
- (3) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

**4. Ordinarily resident (OR):** A foreign national or U.S. citizen who:

- (1) Is locally resident; and
- (2) Has legal, permanent resident status within the host country; and
- (3) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).

**5. Not Ordinarily Resident (NOR):** An individual who:

- (1) Is not a citizen of the host country; and
- (2) Does not ordinarily reside (see definition of "ordinarily resident" below) in the host country; and
- (3) Is not subject to host-country employment and tax laws; and
- (4) Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under the local compensation plan.

**CLOSING DATE FOR THIS POSITION: May 23, 2008 (COB, at 5:00 p.m.)**

The US Mission in Paris provides equal opportunity and fair and equitable treatment in employment to

all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted:	HR: GBayle
Cleared:	PA: JBullock
	HR: DGiovengo
Approved:	HR: DDobson